



Date received \_\_\_\_\_ NSTP initials \_\_\_\_\_

# REQUEST FORM

Elon Lodge, Picnic Shelter & Fire Circle

Thank you for your interest in the Elon Lodge! **Reservations for the Elon Lodge must be received at least two weeks prior to the event.** Please note the following tenants of our reservation policy as you consider the Elon Lodge for your event:

- There is no fee for events affiliated with Elon programs, organizations or offices.
- For personal events, the reservation fee (\$75 for current Elon students, faculty, staff, and alumni; \$200 for non-Elon affiliated individuals) is due at the time of reservation via check made out to Elon University.
- Reservations may not exceed four consecutive recurrences (e.g. "every Thursday 4-7pm for the duration of spring semester" is not allowed; however, "every Thursday 4-7pm April 3, 10, 17, and 24" is permissible).
- For events exceeding 100 guests and/or serving alcohol, a Campus Safety & Police officer must be present. The hiring fee is \$33/hour for a minimum of 4 hours.
- Lodge keys may be picked up in the office of New Student & Transition Programs, Moseley 206, between 8:30am-4:00pm Monday-Friday. Keys are due to NSTP no later than 10:00am the next business day following the event. The Elon Lodge Check Out Sheet must be completed and signed by the responsible party upon returning the Lodge key.
- Furniture in the Elon Lodge and the Picnic Shelter must remain in its respective location. No furniture is to be relocated from the Elon Lodge to the Picnic Shelter and vice versa.
- If using the Fire Pit, the fire must be extinguished with water prior to leaving.
- Individuals and groups using the Lodge are responsible for setup and clean-up. This includes taking any trash out to the exterior dumpster.

### ELON UNIVERSITY GROUP / PROGRAM / OFFICE

Name of group \_\_\_\_\_ Type of event \_\_\_\_\_  
 Responsible party \_\_\_\_\_ Email address \_\_\_\_\_  
 Campus Box (if applicable) \_\_\_\_\_ Phone number \_\_\_\_\_ Cell phone \_\_\_\_\_  
 REQUIRED faculty/staff member attending \_\_\_\_\_ Number attending \_\_\_\_\_  
 E-mail of faculty/staff attending \_\_\_\_\_ Phone number \_\_\_\_\_  
 Alcohol served: Y  N  If yes, Security Officer(s) hired: \_\_\_\_\_  
 Signature of Dean of Student Health & Wellness (if alcohol is served at student event) \_\_\_\_\_

### PERSONAL USE: \$200 FOR NON-ELON PERSON/GROUP or \$75 FOR... ELON FAC/STAFF RETIREE STUDENT ALUMNI

Name of group/person \_\_\_\_\_ Type of event \_\_\_\_\_  
 Responsible party \_\_\_\_\_ Email address \_\_\_\_\_  
 Number attending \_\_\_\_\_ Phone number \_\_\_\_\_ Cell phone \_\_\_\_\_  
 Alcohol served: Y  N  If yes, Security Officer(s) hired: \_\_\_\_\_

Event Date _____ Alternate Date _____ Time (*reservations may not go past 11pm) <input type="checkbox"/> 8am-12pm <input type="checkbox"/> 9am-1pm <input type="checkbox"/> 2pm-6pm <input type="checkbox"/> 3pm-7pm <input type="checkbox"/> Other _____ (Please explain)	<b>Elon Lodge</b> 22 6-ft. tables 4 round tables for 2 4 round tables for 6-8 80 formal wooden chairs 125 standard black folding chairs	<b>Picnic Shelter</b> 2 rectangular tables for 2 90 standard black folding chairs 90 black formal chairs	<b>Check if needed:</b> <input type="checkbox"/> <b>Elon Lodge</b> <input type="checkbox"/> <b>Picnic Shelter</b> <input type="checkbox"/> <b>Fire Circle</b>
<b>THE PARTY USING THE LODGE IS RESPONSIBLE FOR          SETUP AND RETURN OF TABLES/CHAIRS AVAILABLE.          (Elon's Physical Plant is not responsible)</b>			

Contact signature: \_\_\_\_\_ Date: \_\_\_\_\_



New Student & Transition Programs  
Moseley 206 | (336) 278-7000 | 2990 Campus Box

### OFFICE USE ONLY

Date Lodge requested via SPACES \_\_\_\_\_ SPACES confirmation code \_\_\_\_\_  
 Request cancelled \_\_\_\_\_ Reason/cost if applicable \_\_\_\_\_  
 \$75 Elon-affiliate fee check # \_\_\_\_\_ \$200 non-Elon affiliate fee check # \_\_\_\_\_